Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Applications and/or resumes with salary history may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-557-4585

Email

jobs@sdmts.com

Job Announcement

Manager of Procurement

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

Under the direction of the Chief Financial Officer is responsible for the purchase, disposition of all materials, equipment and services for a multidivisional property. Is responsible for maintaining records of all the above activities and sees that the department is run in a professional manner consistent with the MTS Purchasing Manual. Other essential duties and responsibilities of the Manager of Procurement position include, but are not limited to, the following:

Essential duties include, but are not limited to, the following:

Example of Duties

Essential Functions

- Direct all operations of the Procurement Department.
- Formulate policies with respect to the operations of the Procurement Department.
- Oversee the operations of the department and the adherence to the policies including all record keeping.
- Responsible for the operation and development of all software used by the department including Ellipse, IFAS, and the MTS procurement website.
- Consult as necessary with the MTS Chief Executive Officer, Chief Financial Officer, General Counsel, and Chief Operating Officers for Bus and Trolley, on matters or policies affecting purchasing functions through the system.
- Represent the department in all matters relating to purchasing functions or delegating such authorized representation.
- Review all bid requests before release.
- Review all offers received for sale of material and authorize award and sale in accordance with MTS Policy.
- Responsible for the disposition of any assets that are determined to have no further usefulness at MTS.
- Review and sign all Purchase Orders for supplies and services within authorized signature authority.
- Keep informed on market trends and trade conditions for the various commodities, projects and services purchased.
- Oversees the work and consults as necessary with procurement staff.
- Ensures that products and services are acquired at lowest possible cost while still meeting the minimum quality requirements.
- Prepares, reviews, and evaluates bid documents and proposals.
- Prepares reports and recommendations to Executive Management and Board of Directors.
- Stay abreast of FTA Procurement and Third Party Contracting guidelines.
- Stay abreast of California State Public Utility Codes (PUC) that pertains to procurement.
- Perform other tasks as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations, union labor contract: knowledge of the use of our accounting software to accomplish given tasks, ability to learn and use other software that we might have or acquire; ability to write letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in effectively supervising subordinates in order to achieve company goals; skill in verifying the accuracy and completeness of forms and reports; knowledge of Microsoft Word and Excel. Has an excellent knowledge of generally accepted accounting principles including the requirements of governmental financial reporting, federal and state grant administration.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, and reaching for overhead files and occasional lifting (must be able to lift up to 10 pounds). Must be able operate motor vehicle and to perform tasks involving manual dexterity, such as use of a computer and 10-key. Work may at times require more than 8 hours per day or irregular hours to perform the essential duties of the position. Duties will be performed primarily in an office type environment. May require travel to external agencies.

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Experience/Education/ Certificates/License(s)

Possess a B.S. degree from an accredited college or university in Business Administration or equivalent experience in procurement and/or inventory control in a bus or automobile environment. Possess storeroom management experience, either directly or indirectly.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical, including a urine drug screen, and a background and consumer credit check.

Salary

$72,648 - $125,000

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*